



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

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| 1. Post GUATEMALA | 2. Agency State/ICASS | 3a. Position Number 97937000 |
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

Yes No

4. Reason for Submission

a. Redescription of duties: this position replaces
 (Position Number) 97-937000 , (Title) Mgmt Admin. Assistant (Series) _____ (Grade) FP-7

b. New Position _____

c. Other (explain) _____

| 5. Classification Action | Position Title and Series Code | Grade | Initials | Date (mm-dd-yyyy) |
|----------------------------------|--------------------------------|-------|----------|-------------------|
| a. Post Classification Authority | | | | |
| b. Other | Executive Assistant/Translator | FSN-7 | | |
| c. Proposed by Initiating Office | | | | |

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| 6. Post Title Position (If different from official title) | 7. Name of Employee |
| 8. Office / Section | a. First Subdivision |
| b. Second Subdivision | c. Third Subdivision |

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| <p>9. This is a complete and accurate description of the duties and responsibilities of my position</p> <p>_____</p> <p style="text-align: center;">Printed Name of Employee</p> <p>_____</p> <p>Signature of employee Date (mm-dd-yyyy)</p> | <p>10. This is a complete and accurate description of the duties and responsibilities of this position</p> <p>_____</p> <p style="text-align: center;">Printed Name of Supervisor</p> <p>_____</p> <p>Signature of Supervisor Date (mm-dd-yyyy)</p> |
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| <p>11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position</p> <p>_____</p> <p style="text-align: center;">Printed Name of Chief or Agency Head</p> <p>_____</p> <p>Signature of Section Chief or Agency Head Date (mm-dd-yyyy)</p> | <p>12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</p> <p>_____</p> <p style="text-align: center;">Printed Name of Admin or Human Resources Officer</p> <p>_____</p> <p>Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)</p> |
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13. Basic Function of Position
 Incumbent serves as the Executive Assistant to the Management Counselor, and is responsible for managing internal customers and external contacts. Provides assistance with managing event planning and logistical support at representational events, donor management and gift registry application, and performs translations for various legal and other documents within the Mission. Ensures eAllowances reports are completed (including Hardship Differential, Education, etc.). Supports other travel arrangers at post and provides travel arranging for other sections without a dedicated travel arranger. Administers contact database for section.

14. Major Duties and Responsibilities

a. Serves as the Executive Assistant to the Management Counselor and provides management support services to the Management section. Assists, as needed, the Executive Office, Management Section offices (FM, GSO, HRO, HU, IM and CLO) and other USG agencies. Manages the daily schedule of the Management Counselor and arranges for internal and external meetings. Maintains a broad network of contacts around Guatemala, including various Government of Guatemala (GOG) ministries, various Municipality offices, public and private

organizations, businesses (especially U.S.-based businesses), and others. Serves as liaison with Ministry of Foreign Affairs (these offices include Privileges, Protocol, Executive Office, SAT, and other Guatemalan Government offices as appropriate. Develops itineraries for Management visitors and ensures their post support (lodging, transportation, meetings) are in place. 35% of time

- b. Prepares letters, memorandums, diplomatic notes, cables, reports, and other official documents as required, in either Spanish or English. Provides translations from Spanish to English, or vice versa, for all types of documents, including legal and technical documents, for the Mission. Ensures that pertinent headquarters directives/regulations are maintained on a current basis, and drafts Management Notices in reference to administrative policies and procedures in a timely manner. Maintains an annual control listing of management notices and policies, and ensures these notices and policies are updated annually or as necessary. Maintains the section's Sharepoint site and updates the information regularly; works with Information Management to ensure a useful, easy-to-understand Sharepoint page design for Management and its subsections. 35% of time
- c. Manages the Embassy's Duty Officer Roster, including drafting management notices which establishes the general policy and duty roster, notifies the duty officer one week prior to assignment of duty responsibility, updates the duty roster information in Sharepoint, responds to conflicts or problems related to the duty officer program, and updates the duty officer tablet guidelines and requirements with the appropriate offices. Serves as the Management Section's Emergency Action Plan (EAP) Coordinator, including working with Management subsections to update contacts and data in the EAP Handbook (EAP/CEPA), participates in the Emergency Action Preparedness Committee or its subcommittees, and works to ensure that best emergency management practices are utilized. Administers the contact database program for Management and serves as a database trainer and expert for the Mission. Ensures that e-Country Clearance information is regularly updated with appropriate offices and prepares a weekly visitors report for the Executive Office. Serves as Post Profiles Editor and quarterly updates the information contained in Post Profiles. Updates the Sharepoint pages for the entire Management section, ensuring that necessary content is on-line. Provides assistance with event planning and logistical support at section representational events. Provides donor management for events such as the 4th of July and Election Night; ensure that the gift registry application is updated as needed. Drafts eAllowances reports (including Hardship Differential, Education, Post Allowance, etc.) and ensures the reports are completed in a timely manner. Supports other travel arrangers at post and provides travel arranging for other sections without a dedicated travel arranger. Manages parking permit program. Provides backup assistance to the Executive Office and other offices as needed. 30% of time

Note: This Position Description in no way states or implies that these are the only duties to be performed by the incumbent. Incumbent will be required to perform other duties as assigned by the Supervisor a/o agency.

15. Qualifications Required For Effective Performance

- a. Education: Two years of college, any field, is required. Designation as a Translator (Traductor Jurado or Traductor Profesional) is required.
- b. Prior Work Experience: Five years progressively responsible administrative experience in a business environment is required.
- c. Post Entry Training: On-the-job training on U.S. Government regulations and methods relating to Management and other subsections of Management. Computer training in all U.S. government software applications.
- d. Language Proficiency: Level IV (fluent) English and Level V Spanish required.
- e. Job Knowledge: Detailed knowledge of State Department regulations, including the pertinent FAM sections, standardized regulations, and others.
- f. Skills and Abilities: Must have strong interpersonal and negotiation skills, and the ability to deal with difficult clients. Must possess strong organizational skills, know how to prioritize tasks, and be an effective problem solver. Must be able to draft correspondence and reports in English and Spanish which require little or no editing. Must be computer literate and completely familiar with MS Office and other USG applications. Must be able to work independently with minimal supervision. Must type 40 wpm.

16. Position element

- a. Supervision Received: Reports directly to the Management Counselor. Coordinates with Executive Office, other agencies, external organizations, and with Management subsections.
- b. Supervision Exercised: None.
- c. Available Guidelines: FAM's. State Department and Embassy regulations, policies and directives. Training materials for various applications or subject matter experts at post or at the Department of State.
- d. Exercise of Judgment: Must use judgment in determining what needs to be brought to the attention of the Management Counselor or what can be managed by the incumbent or others in the section. Incumbent must be tactful, firm, and unfailingly polite and pleasant when dealing with others externally or internally.
- e. Authority to make Commitments: Limited and within the scope of the position and the requirements of the Management Counselor.
- f. Nature, Level, and Purpose of Contacts: Full range of contacts throughout the Embassy and serves as point of contact for all Mission



personnel. Wide range of contacts at mid- and high-levels within various Ministries, especially Ministry of Foreign Affairs, SAT, etc, regarding various bilateral issues. Broad contact with American business community in relation to donations for the 4th of July events and other events; these contacts are often with the general manager or owner of the business or occasionally their PR staff.

g. Time expected to Reach Full Performance Level: 3 months

DS-298 (Formerly OF-298)
04-2008